



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

I. Introduction

This document is a collection of standalone application process policies that may or may not relate to one another. Some repetition may occur where relevant components apply to different policies.

Each policy supersedes all previous versions and will take effect on the date of signature.

The following topics are included within this policy:

A-D.	Establishing Identity
E.	Establishing SSN
F.	Establishing Citizenship
G.	Establishing Lawful Presence
H-I.	Establishing Texas Residency
J-S.	Application Elements
T.	Peace Officer Employing Agency ID Card Requirements
W-Y.	Alternative Addresses
Z-AA.	Organ Donation/Revocation
BB.	Voter Registration
CC.	Veteran Indicator
DD-EE.	Original License Requirements
FF.	Original ID Card Requirements
GG.	Original EIC Requirements
HH-LL.	License/ID Renewal
MM-PP.	Replacement License
QQ.	Modification of License
RR.	Restrictions and Endorsements
SS.	Advance in Class

II. Statements of Policy

A. Establishing Identity

An applicant for an original driver license or identification card must present acceptable proof of identity through 1 of the following methods.

- Any 1 primary identity document
- Any 2 secondary identity documents OR
- 1 secondary + 2 supporting identity documents

If multiple documents are used to prove identity, the name and date of birth on each document must match exactly. If they do not, the applicant must present documentation verifying the discrepancy.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

Renewal, replacement or modification

If an applicant requests a renewal, replacement or modification of a driver license or identification card, only 1 primary, secondary, or supporting identity document is required

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.

37 TEXAS ADMIN. CODE §15.30. Identification Certificates.

37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

B. Primary Identity Documents

An applicant may establish his or her identity by presenting 1 of the primary identity documents from the following list.

- Photo Texas driver license or identification card, unexpired or expired within the last 2 years
- Unexpired US passport book or card
- US Certificate of Citizenship or Certificate of Naturalization (N-560, N-561, N-645, N-550, N-55G, N-570, N-578)
- Unexpired US Department of Homeland Security or Citizenship and Immigration Services document with verifiable data and identifiable photo such as:
 - US Citizen Identification Card (I-179 or I-197)
 - Permanent Resident Card (I-551)
 - Permanent Resident Cards are official documents issued by USCIS that identify the holder as a lawful permanent resident of the United States. A Permanent Resident Card may not always include the holder's signature. In limited cases, the signature requirement is waived for certain people, such as children under the age of consent or individuals who are physically unable to provide a signature.

Since February 2015, USCIS has waived the signature requirement for people entering the United States for the first time as lawful permanent residents if they have obtained an immigrant visa abroad from a U.S. Embassy or consulate.

When USCIS issues a Permanent Resident Card without a signature, the card will say "Signature Waived" on the front and back of the card in the signature area. Permanent Resident Cards are official documents issued by USCIS that identify the holder as a lawful permanent resident of the United States.

- Machine Readable Immigrant Visa with temporary I-551 language and ADIT stamp
- Temporary I-551 stamp in foreign passport
- Temporary Resident Identification Card (I-688)
- Employment Authorization Card (I-766)



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

- US Travel Document (I-327 or I-571)
- Advance Parole Document (I-512 or I-512L)
- I-94 stamped §208 Asylee with photo
- I-94 stamped §207 Refugee with photo
- Refugee Travel Letter, stamped by Customs and Border Protection with photo
- American Indian Card (I-872)
- Northern Mariana Card (I-873)
- Unexpired US military identification card for active duty, reserve or retired personnel w/ identifiable photo
- Foreign passport (unexpired or expired) with attached visa (except in the case of the Republic of Palau, the Republic of the Marshall Islands, the Federated States of Micronesia and certain Canadian non-immigrants) and 1 of the following acceptable versions of a Form I-94:
 - Traditional paper Form I-94
 - I-94 stamp in foreign passport
 - I-94 printed at the bottom of form I-797
 - Form I-94 printout downloaded from the **US Customs and Border Protection website**. A CSR may access this site and print the form for the applicant.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.

C. Secondary Identity Documents

An applicant may establish his or her identity by presenting any 2 of the secondary identity documents from the following list.

- Original or certified copy of a birth certificate issued by a State Bureau of Vital Statistics or equivalent agency from a US state, US territory, the District of Columbia or a Canadian province
- For US citizens born abroad: Certificate of Report of Birth (DS-1350 or FS-545) or Consular Report of Birth (FS-240) issued by the US Department of State
- Original or certified copy of a court order with name and date of birth from a US state, US territory, the District of Columbia or a Canadian province

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

D. Supporting Identity Documents

An applicant may establish his or her identity by presenting any 1 secondary identity document and 2 supporting identity documents from the following list:

- Social Security card
- Form W-2 or 1099
- Driver license or identification (ID) card issued by another US state, US territory, the District of Columbia or Canadian province (unexpired or expired less than 2 years)
- Texas driver license or ID card that has been expired for more than 2 years
- Temporary Texas driver license or ID card
- School records* (e.g., report cards, photo ID cards)
- Military records (e.g., Form DD-214, DD-215, NGB-22)
- Unexpired US military dependent ID card
- Veteran's Health Identification Card (VHIC)
- Original or certified copy of marriage license or divorce decree (if the document is not in English, the applicant must provide a certified translation)
- Voter registration card*
- Pilot license*
- Concealed handgun license (CHL) or License to Carry (LTC)*
- Professional license issued by a Texas state agency
- ID card issued by a government agency*
- Consular document issued by a state or national government
- Texas Inmate ID card or similar form of ID issued by the Texas Department of Criminal Justice
Note: If the ID card issued by TDCJ has an offender/alias name and true legal name on the front of the card, only the true legal name may be used for issuance of a Texas driver license or identification card.
- Texas Department of Criminal Justice parole or mandatory release certificate
- Federal inmate identification card
- Federal parole or release certificate
- Medicare or Medicaid card
- Selective Service card
- Tribal membership card from federally-recognized tribe
- Certificate of Degree of Indian Blood
- Unexpired foreign passport
- Insurance policy valid for the past 2 years (e.g., auto, home or life insurance)
- Current Texas vehicle registration or title
- Current Texas boat registration or title
- Veteran's ID card issued by the US Department of Veterans Affairs
- Hospital-issued birth record*
- Abstract (shortened) birth certificate
- NUMIDENT record from the Social Security Administration
- "NUMI-lite" letter from the Social Security Administration*
- Social Security Number SSNAP



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

- Immunization records*

*This document is acceptable if issued by an institution, entity or government from a US state, a US territory, the District of Columbia or a Canadian province.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.

E. Establishing Social Security Number

An applicant for a driver license (DL) or identification card (ID) may verify his or her Social Security number by presenting 1 of the following documents:

- Social Security card
 - A laminated card may be accepted if the information on the card verifies through SSOLV. The card must appear to be original and present no reason to believe it is fraudulent or otherwise altered.
- Pilot license
- Military identification (active, reserve, retired or dependent status)
 - Must contain applicant's social security number
- Texas Commission on Law Enforcement (TCOLE) peace officer license
- DD-214
- Medicare or Medicaid card
- Health insurance card
- Certified college or university transcript
- IRS form W-2 Wage and Tax Statement
- Form 1099-MISC
- Pay stub (if it includes the applicant's name and Social Security number)
- Numident/numi-lite documents issued by the Social Security Administration
 - The Social Security Administration no longer issues Numi-lite letters and customers should not be directed to SSA to obtain them. However, driver license offices may continue to accept existing Numident or numi-lite documents for proof of identification and Social Security number, as there is not expiration date on the document.

The information on any document presented as proof of social security must verify through SSOLV. You should use common sense and practice good judgment to determine if any documents presented for driver license or identification card issuance meets the standards for acceptance. If the authenticity of a document is in question, consult your chain of command for assistance and clarification.

If the applicant wasn't issued, has not applied, or is not eligible for a Social Security number at the time of an original DL or ID application, he or she may submit a completed Social Security Affidavit (DL-13) instead.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

Renewal driver license or identification card

An applicant renewing a DL or ID must provide his or her Social Security number on the application. If the number isn't on file, or does not match the number on file, he or she must present proof of the number as though applying for an original DL or ID.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.044. Use or Disclosure of Social Security Number Information.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.42. Social Security Number.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

F. Verifying Citizenship

An applicant may verify US citizenship by presenting 1 of the following documents.

- US passport book or card
- Birth certificate or birth record issued by a US state, US territory, or District of Columbia
- For US citizens born abroad: Certificate of Report of Birth (DS-1350 or FS-545) or Consular Report of Birth (FS-240) issued by the US Department of State
- US Certificate of Citizenship or Certificate of Naturalization (N-560, N-561, N-645, N-550, N-55G, N-570, or N-578)
- US Department of Justice Immigration and Naturalization Service US Citizen ID Card (Form I-197 or I-179)

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

G. Establishing Lawful Presence

US nationals, permanent residents, refugees and asylees

A non-US citizen applicant may establish lawful presence in the United States by presenting one (1) of the following documents for verification through the US Department of Homeland Security.

- US passport stating, “THE BEARER IS A UNITED STATES NATIONAL AND NOT A UNITED STATES CITIZEN” on the last page
- Permanent Resident Card (I-551)
 - Permanent Resident Cards are official documents issued by USCIS that identify the holder as a lawful permanent resident of the United States. A Permanent Resident Card may not always include the holder’s signature. In limited cases, the signature requirement is waived for certain people, such as children under the age of consent or individuals who are physically unable to provide a signature.

Since February, 2015, USCIS has waived the signature requirement for people entering the United States for the first time as lawful permanent residents if they have obtained an immigrant visa abroad from a U.S. Embassy or consulate.

When USCIS issues a Permanent Resident Card without a signature, the card will say “Signature Waived” on the front and back of the card in the signature area.

- Machine Readable Immigrant Visa with temporary I-551 language and ADIT stamp
- Temporary I-551 stamp in foreign passport
- Passport or I-94 stamped “Approved I-551”
- Passport or I-94 stamped “Processed for I-551”
- Permit to Reenter the US (Form I-327)
- I-94 or passport with annotation “Section 207” or “refugee with photo”
- Refugee Travel Document (Form I-571)
- I-688B coded 274a.12(a)(3)
- I-766 with category A3 or A03
- I-94 or passport with annotation “Section 208” or “asylee with photo”
- I-688B coded 274a.12(a)(5)
- I-766 with category A5 or A05
- Refugee Travel Letter with photo, stamped by Customs and Border Protection

Limited term license

A temporary visitor may be issued a limited term driver license or identification card that becomes invalid on the expiration date of the applicant’s lawful presence in the US. The US Department of Homeland Security determines this expiration date.

SAVE (Systematic Alien Verification for Entitlements)

All documentation must show the applicant’s name and date of birth. The applicant must validate a name change or other inconsistent information through additional documentation such as a marriage license, divorce decree,



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

original or certified copy of a birth certificate, or court order (for more information, see page 32). The department must verify applicable lawful presence documentation through the US Department of Homeland Security's (DHS) Systematic Alien Verification for Entitlements (SAVE) Program. The department utilizes SAVE as a tool to make the determination about document acceptance for immigrants and temporary visitors easier. If an applicant presents lawful presence documents that appear to be expired or vary from what you normally see, that does not mean the documents are invalid.

Sometimes the actual form I-94, visa, I-766 or other form presented by the applicant may be expired, but it may verify through SAVE because the status has been updated. For example, an applicant may bring in an expired I-766 form, but their Temporary Protected Status has actually been extended. Accept the document provided by the applicant, run it through SAVE and if it verifies, issue the DL/ID. If the document does not verify, push it to the second verification stage and explain the process to the applicant. Do not automatically reject documents based on the expiration date on the document.

- **Accept an expired I-94 to prove lawful status for certain applicants**

Residents of certain countries may present lawful presence documents that include an expired form I-94. Accept the information presented, run it through SAVE and issue the DL/ID if it verifies. If it does not verify, push it to the second verification stage.

This situation applies to citizens of the Federated States of Micronesia, the Republic of Palau and the Republic of the Marshall Islands.

Note: Expired documents are not acceptable as proof of identification, so this situation will normally apply to renewals and duplicates, not originals.

- **Primary identification documents for immigrants**

Primary identification for many immigrants and temporary visitors includes a foreign passport, visa (valid or expired) and form I-94. If the applicant was not required to obtain a visa to enter the United States, the visa requirement is waived. Citizens of the Federated States of Micronesia, the Republic of Palau, the Republic of the Marshall Islands and certain Canadian citizens who are non-immigrants to the United States are examples of persons who may not have a visa, but are still lawfully present. Canadians with the following non-immigrant statuses should present a visa: A-1, A-2, A-3, E-1, E-2, G-1 through G-5, K-1, K-2, K-3, K-4, S-5, S-6, S-7, V-1, V-2, and V-3.

If a person presents the required primary documentation, additional documents such as birth certificates are not required to prove identity or lawful presence.

Documents that must be verified through SAVE include:

- I-94
- Permit to Reenter the US (Form I-327)
- I-766 with category A5 or A05
- DS-2019
- I-20
- Unexpired foreign passport with I-94 stamp
- Any document issued by USCIS or DHS with an I-94 or alien number



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.271. License Expiration.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.46. Citizenship Status and County of Residence.

H. Establishing Texas Residency

An applicant for an original driver license (DL) or identification card (ID) must meet both of the requirements below:

- Have resided in Texas for at least 30 days prior to application (unless he or she surrenders a valid, unexpired out-of-state DL, or a valid, unexpired DL from a country which the United States has full reciprocity, i.e. Canada, France, Germany, Korea Republic, or Republic of Taiwan) AND
- Establish residency by presenting 2 acceptable documents (examples below) with the same address from different entities containing his or her:
 - Name AND
 - Residential address

An applicant who cannot provide 2 acceptable documents to prove a claim of residency may instead submit a completed Texas Residency Affidavit (DL-5).

Examples of documents sufficient to establish residency

- Current deed, mortgage, monthly mortgage statement, mortgage payment booklet or residential rental/lease agreement
- Valid, unexpired Texas voter registration card
- Texas motor vehicle registration or title
- Texas boat registration or title
- Texas concealed handgun license (CHL) or license to carry (LTC)
- Electric, water, natural gas, satellite television, cable television or non-cellular telephone statement dated within 90 days of the application date
- Selective Service card
- Current homeowner's or renter's insurance policy or statement
- Current automobile insurance policy or statement
- Texas high school, college or university report card or transcript for the current school year
- W-2 or 1099 tax form from the prior tax year
- Mail from financial institutions on subjects such as checking, savings or investment accounts or credit card statements, dated within 90 days of the application date



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

- Mail from a federal, state, county or city government agency, dated within 90 days of the application date
- Current automobile payment booklet
- Current documents issued by the US military indicating residential address
- Document from the Texas Department of Criminal Justice indicating the applicant's recent release or parole
- Medical or health card
- Pre-printed paycheck or payment stub, dated within 90 days of the application date
- Current Form DS2019, I-20 or document issued by the US Citizenship and Immigration services (non-commercial DL and ID only)
- Veteran's Health Identification Card (VHIC)
- Letter of Texas residency issued by the Texas Juvenile Justice Department (TJJD)

Note: Active duty military personnel and their spouses and dependents may provide a residency address outside of Texas.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.1426. Domicile Requirement; Verification.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.46. Citizenship Status and County of Residence.
37 TEXAS ADMIN. CODE §15.49. Proof of Domicile.

I. Residency Affidavit

An applicant who cannot provide 2 documents sufficient to prove a claim of residency may instead submit:

- Texas Residency Affidavit (DL-5) completed by the person verifying that the applicant lives with him or her AND
- Supporting documentation, determined by the relationship between the applicant and the person signing the affidavit (affiant)

Note: Affiant must be at least 18 years old.

Familial relationship

If the applicant and affiant are related, the affiant does not need to accompany the applicant to the driver license office, but the applicant must present:



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

- 2 acceptable documents establishing Texas residency for the affiant;
- At least 1 document establishing the familial relationship such as:
 - A marriage license
 - A birth certificate
 - A military dependent identification card OR
 - Adoption records AND
- The signed DL-5

Non-familial relationship

If the applicant and affiant are not related, but live at the same residence:

- The affiant must accompany the applicant to the driver license office and present a valid Texas driver license or identification card
- The applicant must present 2 acceptable documents establishing Texas residency for the affiant AND
- The applicant must present the signed DL-5

Service organization

If the applicant resides with or receives services from a governmental entity, college or university, non-profit organization, assisted care or living facility, homeless shelter, transitional service provider, group/halfway house, or state or federal prison, a representative of the organization may serve as affiant and does not need to accompany the applicant to the driver license office.

The applicant must present:

- A notarized letter from the representative certifying the address and verifying that the organization receives mail for him or her. In this case, the 2 documents establishing residency are not required
- The signed DL-5

Note: A notarized DL-5 is acceptable in lieu of a notarized letter.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.1426. Domicile Requirement; Verification.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.46. Citizenship Status and County of Residence.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

37 TEXAS ADMIN. CODE §15.49. Proof of Domicile.

J. Application, Physical Description

An application for a driver license or identification card must include an accurate physical description of the applicant that includes:

- Race/ethnicity (self-reported)
- Eye color
- Height
- Sex
- Hair color AND
- Weight

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

K. Application, Name

An application for a driver license or identification card must include the first, middle and last name of the applicant.

- An applicant for an original driver license or identification card must document the name on the application.
- All names on the application must match the names in the identity documents.
- Name changes for first and last name documented on a marriage certificate issued by another U.S. state, U.S. territory, the District of Columbia will be accepted.
- Name changes for a last name only documented on a marriage certificate issued by another country will be accepted.

Note: If the marriage certificate is not in English, the applicant must provide a certified translation.

Middle name

- If the applicant has no middle name, the applicant may leave the middle name blank.
- If the applicant has no middle name, a maiden name may be used.
- An applicant may not substitute a middle name for the first name.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

- An applicant may use two middle names; however, due to software limitations, one or both names may be truncated on the front DL or ID.

Married name

- A married person may use a birth name in place of a middle name.
- A married person may use any of the following last names including a hyphenated name, if documented:
 - Birth name;
 - Surname of current spouse; OR
 - Surname of previous spouse.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.

TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.23. Names.

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.

37 TEXAS ADMIN. CODE §15.30. Identification Certificates.

37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

L. Application, Photograph

The purpose of a photograph on the face of a DL, ID, or EIC is to accurately display the appearance of the person holding that document. Applicants living fulltime as the opposite sex will be photographed to reflect the appearance of the applicant as they represent themselves in daily life. Obvious disguises for the purpose of concealing identity or headwear that is not for religious purposes will not be worn.

Applicants may not wear headwear or other objects on their head for the DL/ID/EIC photograph. An exception exists for religious headwear or chemo scarves, as long as they do not obscure the applicant's face. If the excepted headwear obscures the applicant's face, it must be adjusted so that the applicant's eyes, nose, mouth, ears, and chin are visible and free of shadows in the photograph. Religious headwear does not include a ball cap or hat for a sports team or business, a cowboy hat, a colander, a spaghetti strainer, or any other kitchen hardware.

M. Application, Medical History

An applicant for an original or renewal driver license must indicate whether he or she has any medical conditions that may affect the ability to safely operate a motor vehicle.

If the applicant notes a mental or physical condition, they may meet the criteria for referral to the Medical Advisory Board.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.294. Department's Determination for License Revocation.
TEX. TRANSP. CODE ANN. §521.319. Revocation for Medical Reasons.

Relevant rules:

37 TEXAS ADMIN. CODE §15.37. Medical History Questions—Original and Renewal.

N. Application, Signature

An applicant for a driver license or identification card must sign the application in dark ink (blue or black) with his or her usual signature. Only the applicant's signature will be placed on the application and in the electronic signature block. No other designations are allowed. Unacceptable designations include symbols, drawings, or statements such as, UCC 1-308 Without Prejudice.

Exception: If an applicant is unable to write their name, they may make their "mark" in place of a signature. The CSR must write the applicant's name near the "mark" for identification. Along with the applicant's name, the CSR must also include their own ACID under the applicant's "mark."

Applicant for a driver license, under the age of 18

If the applicant is younger than 18 years old, either:

- A custodial parent or guardian must also sign the driver license application OR
- The applicant must present evidence showing eligibility to waive parental authorization.
 - The applicant is or has been married
 - The applicant is emancipated

If the applicant does not have a guardian, either (1) his or her employer OR (2) the county judge of the county in which the applicant resides may sign.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.145. Application by Person under 18 Years of Age.
TEX. TRANSP. CODE ANN. §521.204. Restrictions on Minor.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.27. Signature by Parent or Guardian for a Driver License.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

O. Application, Waiver of Parental Authorization

An applicant under the age of 18 for a driver license or identification card may waive parental authorization if he or she:

- Is or has been married OR
- Is emancipated.

Such an applicant must prove eligibility by presenting 1 of the following documents.

- A marriage certificate or divorce decree (but not an annulment decree) OR
- A court order reflecting the minor's emancipation.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.145. Application by Person under 18 Years of Age.

Relevant rules:

37 TEXAS ADMIN. CODE §15.27. Signature by Parent or Guardian for a Driver License.

P. Withdrawal/Restoration of Parental Authorization

Parental authorization for a minor's driver license may be withdrawn at any time, resulting in cancellation of the card. A request to either withdraw or restore parental authorization must be in writing and notarized.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.145. Application by Person under 18 Years of Age.

Relevant rules:

37 TEXAS ADMIN. CODE §15.27. Signature by Parent or Guardian for a Driver License.

Q. Application, Notarization

An application for an original driver license or identification card must be notarized within 6 months of the date of application. In addition to an authorized driver license office employee, the following officials may serve as notary under the stated circumstances.

- **Within the state of Texas**, must include the state seal
 - Judge, clerk or commissioner of any court of record
 - Notary public
 - Justice of the peace
- **Another US state or territory**, must include a seal
 - Clerk of any court of record having a seal
 - Commissioner of deeds, duly appointed under the laws of the state
 - Notary public



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

- **Outside the US and its territories**, must include a seal
 - Minister, commissioner or chargé d'affaires of the US, resident and accredited to the country where the oath, affidavit or affirmation is made
 - Consul general, vice consul, commercial agent, vice-commercial agent, deputy consul or consular agent of the US, resident in the country where the oath, affidavit or affirmation is made
 - Notary public
- **For a member of the armed forces, spouse or dependent**
 - Federal notary public
 - no seal required if signed by a Commissioned officer of the US armed forces

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.145. Application by Person under 18 Years of Age.

Relevant rules:

37 TEXAS ADMIN. CODE §15.22. Notarizations.
37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.

R. Application, Taking the Oath

An applicant for an original driver license or identification card must swear or affirm that the information on the application is true and correct. If applicable, an authorizing parent must also take the oath.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.454. False Application.

S. Application, Address

An application for a driver license or identification card must include a Texas residence address.

- A business address may not be used as a residential address.
- The address must include the:
 - City
 - State
 - Zip code
 - Apartment number, if applicable AND
 - Any terms such as Street, Circle, Drive or Court, if applicable



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

Exceptions

- An applicant may provide a separate mailing address such as a post office box.
- An active member of the armed forces may provide a residence address outside of Texas.
- A peace officer may use the address of the county courthouse in his or her county of residence instead of a residence address.
- A federal or state judge or a judge's spouse may elect to use the address of the courthouse in which the judge works as the residence address.
- An inmate or juvenile offender should use an alternative address.
- A victim of family violence, sexual assault or stalking may use a designated post office box address as the residence address. The applicant must present documentation from the Texas Attorney General to qualify for this program.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

T. Peace Officer Employing Agency Identification Card Requirements

A qualifying peace officer commissioned in the state may use the address of the county courthouse in his or her county of residence as the residence address on the face of his or her driver license (DL) or identification card (ID). The peace officer must present the identification card issued by the peace officer's employing agency. Each such agency issues its own identification card, but to satisfy this requirement, each of the following pieces of information must be displayed on the card.

- Full name of the peace officer
- Photograph of the peace officer, consistent with his or her appearance
- Name of the employing agency
- Signature of a representative of the employing agency, if applicable
- Brief description of the peace officer, including height, weight and eye color
- Thumbprint of the peace officer or a bar code with a unique identification label such as the TCOLE PID
- Employment date and card issuance date
- 24/7 operational phone number to verify validity of the card
- The words "state of Texas" and the state seal
- The words "this identification card certifies that (name of officer) is commissioned by (name of agency) as a (full or part-time) peace officer"



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.111. Driver's License for Peace Officer.

TEX. GOVERNMENT CODE ANN. §614.122. Peace Officers.

TEX. CODE OF CRIMINAL PROCEDURE ANN. §2.12. Who Are Peace Officers.

Relevant rules:

37 TEXAS ADMIN. CODE §15.25. Address.

U. Peace Officer Alternative Address

A peace officer commissioned in the state who meets the qualifications below may use the address of the county courthouse in his or her county of residence as the residence address on the face of his or her driver license (DL) or identification card (ID).

Qualifications

A peace officer seeking to qualify for this program must:

- Meet all normal requirements to obtain a DL or ID;
- Apply in person for an original, renewal or replacement DL or ID (no online transactions);
- Surrender all other DLs or IDs, including those issued by another state;
- Present his or her original letter or pocket card license issued by the Texas Commission on Law Enforcement (TCOLE);
- Present his or her peace officer identification card and badge issued by the employing agency; AND
- Provide the actual current residence address for department records and mailing purposes.

This program is NOT available to:

- Officers from adjoining states OR
- Commercial driver license holders.

Terms

If any of the following changes in status occur, the holder of a DL or ID under this program must apply for a replacement within 30 days.

- Cessation of employment as a peace officer
- Name change
- Residence address change (this is specifically for department records and mailing purposes)

Note: This is an optional program and is not related to the alias program.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.111. Driver's License for Peace Officer.

Relevant rules:

37 TEXAS ADMIN. CODE §15.25. Address.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

V. Address Confidentiality Program

A victim of family violence, sexual assault or stalking may use a designated post office box address as the residence address on the face of his or her driver license or identification card. The applicant must present documentation from the Texas Attorney General to qualify for this program.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.

W. Federal or State Judge Alternative Address

A federal or state judge or a judge's spouse may elect to use the address of the courthouse in which the judge works as the residence address on the face of his or her driver license or identification card.

A federal judge is defined as:

A judge of a United States court of appeals;
A judge of a United States district court of appeals;
A judge of United States bankruptcy court of appeals;
A magistrate judge of a United States district court.

A state judge is defined as:

The judge of an appellate court, district court, county court at law, or a statutory probate court of this state, or an associate judge appointed under Chapter 201, Family Code, Chapter 54A, Government Code, or Chapter 574, Health and Safety Code.

This program is NOT available to a:

- Justice of the Peace
- County judge
- Municipal court judge

To meet the proof of status requirements a federal or state judge or their spouse must present the following:

Federal Judge – An official identification card issued by the Administrative Office of United States Courts.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

State Judge – An official identification card issued by the Secretary of State.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

X. Texas Department of Criminal Justice Inmate Address

An inmate in the care of the Texas Department of Criminal Justice may use the address of the correctional or parole facility in which the inmate resides as the residence address on the face of his or her driver license or identification card.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1421. Inmate Identification Verification Pilot Program.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

Y. Texas Juvenile Justice Division Offender Address

The Texas Juvenile Justice Division (TJJD) brings offenders to a driver license office to apply for an identification card before they are released to a halfway house or guardian. A TJJD offender applicant must:

- Use as the residence address the address of the halfway house or appointed guardian AND
- Use as the mailing address, the address of the TJJD facility in which the offender is currently incarcerated.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.121. General Information on Driver's License.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.1421. Inmate Identification Verification Pilot Program.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

Relevant rules:

37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
37 TEXAS ADMIN. CODE §15.25. Address.
37 TEXAS ADMIN. CODE §15.30. Identification Certificates.
37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)

Z. Organ Donation

An applicant for an original, renewal, replacement or modification of a driver license (DL) or for an identification card (ID) may indicate that he or she is willing to donate organs, tissues and eyes upon death. A minor may register as an organ donor, but a parent will make the final decision at the time of an un-emancipated minor's death. The CSR MUST ask the applicant "Would you like to register as an organ donor?"

An imprint of a heart will appear on the face of a donor's DL or ID.

The Donate Life Texas program is described further in the English and Spanish language brochures and posters that are required to be displayed in each driver license office.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.401. Statement of Gift.
TEX. TRANSP. CODE ANN. §521.402. Revocation of Statement of Gift.

AA. Organ Donor Revocation

A driver license or identification card holder who wishes to revoke his or her status as an organ donor must:

- Apply to amend the card, paying the appropriate replacement fee. This removes the heart symbol from the face of the card AND
- Direct Donate Life Texas in writing to remove him or her from the registry.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.401. Statement of Gift.
TEX. TRANSP. CODE ANN. §521.402. Revocation of Statement of Gift.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

BB. Voter Registration

An applicant for an original, renewal, replacement or modification of a driver license or identification card may apply to register to vote at a driver license office if he or she is:

- Eligible to vote in Texas;
- A US citizen;
- A Texas resident; AND
- At least 17 years and 10 months of age.

Note: If an applicant checks both the “yes” and “no” box on the application form and meets the requirements for voter registration, their application is submitted to the Secretary of State for voter registration.

Relevant statutes:

TEX. ELEC. CODE ANN. §11.002. Qualified Voter.

TEX. ELEC. CODE ANN. §20.063. Registration Procedures.

CC. Veteran Indicator

A US veteran applicant for an original, renewal, replacement or modification of a driver license (DL) or identification card (ID) may request that the card indicate his or her status as a veteran on the face of the card. There is no additional charge for this feature, but the veteran must pay the applicable fee for the new card.

Qualification

A veteran seeking to qualify for this program must:

- Have received an honorable or general under honorable circumstances discharge AND
- Present either an original or copy of 1 of the following documents that reflects an honorable or general under honorable circumstances discharge:
 - DD-214
 - DD-215
 - NGB-22
 - U.S. Department of Veterans Affairs Proof of Service/Verification of Honorable Service Card
 - The US Department of Veterans Affairs no longer issues Proof of Service/Verification of Honorable Service cards and customers should not be directed to obtain them. However, driver license offices may continue to accept existing Proof of Service/Verification of Honorable Service cards for obtaining a veteran indicator.
 - U.S. Department of Veteran Affairs disability letter
 - A Texas concealed handgun license (CHL) or license to carry (LTC) with a veteran designator

Note: Any document not listed must be approved through chain of command at HQ in Austin.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.1235. Designator on License Issued to Veteran.

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

DD. Original License, Generally

An applicant who has never had a Texas driver license must apply for an original driver license. If an applicant's Texas driver license has been expired for more than 2 years, he or she must apply for an original license and pass all required examinations (unless the military exception is appropriate).

An original driver license can be a:

- Driver license
- Learner license
- Provisional license
- Hardship license
- Commercial driver license
- Motorcycle license
- Military issued armed forces license for privately owned vehicle
 - Requires a knowledge exam

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

EE. Original License, Requirements

An applicant for an original license must:

- Apply in person at a Texas driver license office;
- Complete the Application for Texas Driver License or Identification Card (DL-14A);
- Either (1) present and surrender any valid license(s) issued by another state, the District of Columbia, a US territory, a province of Canada, or a country which the United States has full reciprocity OR (2) submit a Receipt for Surrendered License (DL-2). If the license is from a country with driver license issuance reciprocity, the applicant is not required to surrender the license but must then pass all of the applicable exams.
- Surrender their valid Texas identification card, if applicable
- Present documentation sufficient to prove identity;
- Present documentation sufficient to verify the applicant's Social Security number;
- Present documentation sufficient to prove either US citizenship or lawful presence;
- Present documentation sufficient to prove Texas residency;
- Pay the appropriate fee;
- Pass the vision test;
- Pass the knowledge test, if required;



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

- Pass the skills test (not required for issuance of a learner license); AND
- Present either:
 - Proof of Texas vehicle registration (only if a new Texas resident) and evidence of financial responsibility for each vehicle owned by the applicant OR
 - A statement affirming that the applicant does not own a motor vehicle.

An applicant aged 15 to 24 must ALSO:

Present the completed driver education course completion certificate applicable to the type of driver education course taken unless the applicant presents and surrenders a valid license issued by another state, the District of Columbia, a US territory, a province of Canada or a country with full driver license issuance reciprocity.

For more information regarding Driver Education requirements, please see the Driver Education policies.

Military Driver Education

A driver education course completion certificate issued by the US military may be accepted in lieu of a state approved course certificate if:

- (1) It demonstrates that the course meets or exceeds the state requirements for driver education AND
- (2) The applicant is 18 or older.

Note: The applicant must take the knowledge test.

An applicant aged 15 to 17 must ALSO:

- Be accompanied by a parent or legal guardian or bring the notarized application signed by the parent or guardian AND
- Present either:
 - A high school diploma or its equivalent OR
 - Either a:
 - Verification of Enrollment and Attendance (CDD-104) form OR
 - Letter with the same information as the CDD-104, if the student is home schooled.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

TEX. TRANSP. CODE ANN. §521.1426. Domicile Requirement; Verification.

TEX. TRANSP. CODE ANN. §521.144. Application by New State Resident.

TEX. TRANSP. CODE ANN. §521.145. Application by Person under 18 Years of Age.

TEX. TRANSP. CODE ANN. §521.1601, Driver Education Required

TEX. TRANSP. CODE ANN. §521.165. Testing by other Entities.

TEX. TRANSP. CODE ANN. §521.1655. Testing by Driver Education School.

TEX. TRANSP. CODE ANN. §521.167. Waiver of Certain Education and Examination Requirements.

TEX. TRANSP. CODE ANN. § 521.204, Restrictions on Minor



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

TEX. TRANSP. CODE ANN. §521.205. Department-Approved Courses.

TEX. TRANSP. CODE ANN. §521.183. Surrender of Driver's License or Personal Identification Certificate.

Relevant rules:

- 37 TEXAS ADMIN. CODE §15.5, Learner License
- 37 TEXAS ADMIN. CODE §15.28, Minor's Restricted Driver License Application
- 37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
- 37 TEXAS ADMIN. CODE §15.25. Address.
- 37 TEXAS ADMIN. CODE §15.27. Signature by Parent or Guardian for a Driver License.
- 37 TEXAS ADMIN. CODE § 15.29, Driver Education Forms
- 37 TEXAS ADMIN. CODE §15.39, Verification of Enrollment and Attendance
- 37 TEXAS ADMIN. CODE §15.42. Social Security Number.
- 37 TEXAS ADMIN. CODE §15.46. Citizenship Status and County of Residence.
- 37 TEXAS ADMIN. CODE §15.49. Proof of Domicile.
- 37 TEXAS ADMIN. CODE §15.55, Waiver of Knowledge and/or Skills Tests
- 37 TEXAS ADMIN. CODE §18.2, Required Documentation and Application Fee
- 37 TEXAS ADMIN. CODE §18.23, Application for a Learner License
- 37 TEXAS ADMIN. CODE §18.25, Obtaining Provisional License

FF. Original Identification Card, Requirements

An applicant for an original identification card must:

- Apply in person at a Texas driver license office;
- Complete the *Application for Texas Driver License or Identification Card (DL-14A)*;
- Present documentation sufficient to prove identity;
- Present documentation sufficient to prove either US citizenship or lawful presence;
- Present either the affidavit or documentation sufficient to verify the applicant's Social Security number;
- Present documentation sufficient to prove Texas residency;
- Surrender their valid Texas driver license, if applicable; AND
- Pay the appropriate fee.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.

TEX. TRANSP. CODE ANN. §521.183. Surrender of Driver's License or Personal Identification Certificate.

Relevant rules:

- 37 TEXAS ADMIN. CODE §15.24. Identification of Applicants.
- 37 TEXAS ADMIN. CODE §15.30. Identification Certificates.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

GG. Original Election Identification Certificate, Requirements

Eligibility

To be eligible for an election identification certificate (EIC), an applicant must be:

- A US citizen;
- A Texas resident;
- 17 years and 10 months or older; AND
- Eligible to vote in Texas AND either:
 - (1) Present a valid voter registration card OR
 - (2) Submit a voter registration application to the department.

A holder of an out of state driver license or identification card may be issued an EIC if they meet all eligibility criteria (i.e. out of state student attending university, etc.).

A holder of a Texas driver license, Texas identification card, US military identification card, US citizenship certificate containing a photograph, unexpired US passport or concealed handgun license is ineligible for an EIC if the document is unexpired or has been expired less than 60 days.

Note: An applicant with a Texas driver license that has a status of “not eligible” may apply for an EIC if they no longer have possession of the driver license, do not have a valid ID, and meet all other EIC issuance requirements.

Requirements

An applicant for an original EIC must:

- Be eligible;
- Apply in person at a Texas driver license office;
- Complete the application in its entirety;
- Present documentation sufficient to prove identity;
- Present documentation sufficient to prove US citizenship; AND
- Either:
 - (1) Present documentation sufficient to prove Texas voter registration OR
 - (2) Register to vote.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521a. Election Identification Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.182. Identification of Applicants. (EICs)



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

HH. License or ID Renewal, Generally

An eligible driver license or identification card holder may renew the card through any of the following methods:

- In person at a driver license office
- Online, if eligible
- By mail (address on application), if eligible
- By telephone at 866-DL RENEW (866-357-3639), if eligible

Renewal period

- A card holder may renew his or her driver license or identification card up to 1 year prior to or 2 years after its expiration date.
- A provisional license holder may renew his or her driver license up to 30 days prior to its expiration.
 - A “regular” driver license in the vertical format for persons under age 21 will be issued instead of a provisional license. The six-year driver license expiration date on the front of the card will extend beyond the G restriction expiration date on the back of the card (the day of the driver’s 18th birthday) as required by law.
- A card holder who is registered as a sex offender may renew his or her driver license or identification card up to 30 days before its expiration.
- An applicant is not eligible to have both a Texas DL and ID. An applicant may only renew either their Texas DL or ID, and must surrender the other and complete the *Voluntary Surrender of License/ID card* (DL-174) at the time of renewal.

Occupational license holder

An occupational license not expired for more than 2 years bridges the gap in the interim if the regular license that was suspended, revoked or disqualified has been expired for more than 2 years. The holder of an occupational license not expired for more than 2 years, therefore, may apply for a renewal instead of an original license when his or her regular license becomes eligible again.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.103. Expiration and Renewal Requirements for Certain Sex Offenders.
TEX. TRANSP. CODE ANN. §521.104. Renewal by Mail or Electronic Means
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.142. Application for Original License.
TEX. TRANSP. CODE ANN. §521.271. License Expiration.
TEX. TRANSP. CODE ANN. §521.2711. License Expiration: Person at Least 85 Years of Age.
TEX. TRANSP. CODE ANN. §521.272. Renewal of License Issued to Certain Sex Offenders.
TEX. TRANSP. CODE ANN. §521.274. Renewal by Mail or Electronic Means.
TEX. TRANSP. CODE ANN. §521.183. Surrender of Driver’s License or Personal Identification Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.32. Expiration Date on Expired License



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

- 37 TEXAS ADMIN. CODE §15.33. Renewal of Texas License with Validity Period Extended by Military Service
- 37 TEXAS ADMIN. CODE §15.34. Renewal Period Prior to Expiration
- 37 TEXAS ADMIN. CODE §15.35. Renewal of a Texas Driver License Expired over Two Years
- 37 TEXAS ADMIN. CODE §15.59. Alternate Methods for Driver License Transactions

II. License or ID Renewal, In Person

A non-military applicant for a renewal license or identification card must:

- Complete the Application for Renewal/Replacement/Change of a Texas Driver License or Identification Card (DL-43);
- Present 1 piece of primary, secondary or supporting documentation sufficient to prove identity;
- Present documentation sufficient to prove either US citizenship or lawful presence ONLY IF US citizenship was not previously established;
- Present either the affidavit or documentation sufficient to verify the applicant's Social Security number ONLY IF the SSN was not previously established;
- Pay the appropriate fee; AND
- Pass the vision test (Driver License only).

A provisional license holder who is younger than 17 years and 11 months old must also present EITHER:

- A high school diploma or its equivalent OR
- A completed Verification of Enrollment and Attendance (CDD-104). The VOE is good for 30 days from the date of signature during the regular semester, or 90 days from the date of signature during the summer break. Any time school is not in session, the most recent report card may be used in lieu of the VOE as long as attendance information is included.

Relevant statutes:

- TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
- TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
- TEX. TRANSP. CODE ANN. §521.142. Application for Original License.

Relevant rules:

- 37 TEXAS ADMIN. CODE §15.59. Alternate Methods for Driver License Transactions

JJ. License or ID Renewal, Online and Telephone

A driver license (DL) or identification card (ID) holder may apply for a renewal online or by telephone ONLY IF the applicant:

- Holds the most recent card with the full audit number intact. If a customer does not have the most current audit number, they must renew in the driver license office.
- Renewed in person at a driver license office in the previous renewal period;
- Holds a Class C or CM DL (Class A, B and commercial DLs cannot be renewed online or by phone);
- Holds a card that expires in less than 1 year or has not been expired for 2 years or more;
- Is at least 18 years of age, and the DL is not provisional or a learner license;



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

- Is younger than 79 years of age;
- Has not experienced a change in vision or physical or mental condition;
- Holds a license that has not been suspended or revoked and carries no warrants or unpaid tickets;
- Has a Social Security number already on file;
- Is a US citizen; AND
- Pays the appropriate fee.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.104. Renewal by Mail or Electronic Means.

Relevant rules:

37 TEXAS ADMIN. CODE §15.31. Out-of-State Renewals

37 TEXAS ADMIN. CODE §15.32. Expiration Date on Expired License

37 TEXAS ADMIN. CODE §15.34. Renewal Period Prior to Expiration

37 TEXAS ADMIN. CODE §15.59. Alternate Methods for Driver License Transactions

KK. License Renewal/Expiration, Military

Driver license issuance

An applicant with a valid US military license seeking a Texas driver license (DL) for the same or lower class license must take the knowledge and vision tests and pay the fee but does not have to take the skills test.

Expiration

The otherwise valid Texas DL of a member of the armed forces does not expire while the person is absent from the state for military service until the earlier of 90 days from:

- The date of his or her discharge OR
- The date of his or her return to the state.

Renewal

Military personnel renewing a DL or ID that is extended more than 2 years beyond the original expiration date must present:

- The extended DL AND
- DD-214 or service separation orders. The military personnel must appear in a DL office within 90 days of the date of separation listed on their documentation.

Residency

A member of the armed forces, their spouse and dependents, who hold a Texas DL based on a Texas residence established prior to leaving the state with the military may use a residence outside the state for the purpose of license renewal.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.028. Effect of Military Service on License Requirement.

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.274. Renewal by Mail or Electronic Means.

Relevant rules:

37 TEXAS ADMIN. CODE §15.25. Address.

37 TEXAS ADMIN. CODE §15.31. Out-of-State Renewals

37 TEXAS ADMIN. CODE §15.33. Renewal of Texas License with Validity Period Extended by Military Service

LL. License Renewal, Out-of-State

An eligible driver license holder who is out of state may renew his or her license by mail upon submitting all of the requirement documentation below:

- Proof of Texas residence
- Out of State/Country Application (RIS-50)
- Application for Renewal/Replacement/Change of a Texas Driver License or Identification Card (DL-43)
- Explanation for Eye Specialist (DL-63)
- Social Security number
- Proof of lawful status
- Federally issued identification credentials
- Military or Federally issued orders assigning the individual outside of Texas
- The appropriate fee
- (If renewing Class A or B non-commercial driver license) Vehicle Exemption Certification (CDL-2)
- Active duty military personnel whose driver license has been expired for more than 2 years must also submit an Application for Texas Driver License or Identification Card (DL-14A) to reestablish the license. Military spouses and dependents may reestablish if the license has been expired for more than two (2) years.

Eligibility

Scenario	Eligible	Ineligible
Employed by a corporation with a direct contract with the federal government and possesses a federal or military order and federally issued credentials.	X	
Actively serving in the armed forces, spouses and dependents possessing a driver license based on an established Texas residence. May or may not have a Texas residence.	X	
Scenario	Eligible	Ineligible
Retired from the armed forces and has maintained a Texas residence.	X	
Persons retired from the armed forces who have not maintained a Texas residence.		X
Moved out of state for non-federal or non-military employment and has not maintained a Texas address.		X
Employed by a corporation that has a subcontract with the federal	X	



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

government without a federal or military order or federally issued credentials and has maintained a Texas residence.		
Employed by a corporation with a subcontract with the federal government, without a federal or military order or federally issued credentials, and has not maintained a Texas residence.		X

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.028. Effect of Military Service on License Requirement.

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.274. Renewal by Mail or Electronic Means.

Relevant rules:

37 TEXAS ADMIN. CODE §15.31. Out-of-State Renewals

37 TEXAS ADMIN. CODE §15.33. Renewal of Texas License with Validity Period Extended by Military Service

37 TEXAS ADMIN. CODE §15.35. Renewal of a Texas Driver License Expired over Two Years

Other authority:

S. 475--111th Congress: Military Spouses Residency Relief Act. (2009).

MM. Replacement License, Generally

A replacement DL or ID transaction occurs when the holder changes personal information outside of the renewal period.

An applicant must apply for a replacement DL or ID within 30 days if:

- Any of the following changes:
 - Name
 - Address
 - Date of birth
 - Gender; OR
 - Any other pertinent information
- The card is lost, destroyed, marred or mutilated; OR
- The holder has an out-of-state, no-photo license and returns to Texas, before or after the 45 day grace period.

If the applicant holds both a DL and ID, the record must be combined in the Driver License System (DLS) and the applicant must surrender the card with the obsolete information.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.054. Notice of Change of Address or Name.

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.

TEX. TRANSP. CODE ANN. §521.1425. Information Required to be Furnished to Department.

TEX. TRANSP. CODE ANN. §521.146. Application for Duplicate License or Certificate.

TEX. TRANSP. CODE ANN. §522.032. Change of Name or Address of License or Permit Holder; Offense.

TEX. TRANSP. CODE ANN. §521.183. Surrender of Driver's License or Personal Identification Certificate.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

Relevant rules:

37 TEXAS ADMIN. CODE §15.36. Applications for Duplicates and Corrections.
37 TEXAS ADMIN. CODE §16.77. Duplicates.

NN. Replacement License, Requirements

An applicant for a replacement driver license or identification card must:

- Complete the *Application for Renewal/Replacement/Change of a Texas Driver License or Identification Card* (DL-43);
- Present 1 piece of primary, secondary, or supporting documentation sufficient to prove identity;
- Present documentation sufficient to prove either US citizenship or lawful presence only if the applicant has not previously established US citizenship;
- Present either the affidavit or documentation sufficient to verify the applicant's Social Security number only if the applicant has not previously established an SSN;
- Pay the appropriate fee;
- Present documentation verifying the applicant's former and new names, if applicable; AND
- Present a court order if the applicant is a victim of domestic abuse and is changing his or her card number and/or personal information.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.054. Notice of Change of Address or Name.
TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.
TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.
TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.
TEX. TRANSP. CODE ANN. §521.146. Application for Duplicate License or Certificate.
TEX. TRANSP. CODE ANN. § 521.275, Change of Driver's License or Personal Identification Certificate Number

Relevant rules:

37 TEXAS ADMIN. CODE §15.36. Applications for Duplicates and Corrections.
37 TEXAS ADMIN. CODE §16.77. Duplicates.

OO. Replacement License, Name Change or Correction

Name Change

A DL or ID cardholder seeking to change his or her name must apply for a replacement card. The following are valid reasons for changing the name.

- Marriage
- Divorce
- Annulment
- Desire to revert to a formerly established name
- Court order verifying name change



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

The driver license or identification card holder must present one of the following documents to facilitate a name change.

- Marriage license
- Divorce decree
- Original or certified copy of a birth certificate
- Court order
- Department of State Health Services (DSHS) marriage verification letter

Note: A previously issued Texas DL/ID may be used to revert to a former name, if no other acceptable documentation can be provided. However, it cannot be expired more than two (2) years.

An applicant may choose to keep the current married name, revert to a birth name or adopt a previous spouse's name.

Name Corrections

A name correction may be performed if a license or ID has an erroneous entry of an applicant's name. If an applicant fills out the application correctly and provides acceptable documentation, and a CSR incorrectly enters the name, i.e. a typo, a name correction may be done without the applicant presenting any additional identity documents or paying a fee.

The name written on the application must match the identity documents presented at the time of application. If there is a discrepancy between documents, the applicant must present alternate documents with the appropriate name or obtain corrected documents from the originating agency. Also, the presented name must resolve with SAVE.

Example: An individual applies for an original DL and presents documentation with a last name of "Gonzales" listed. The applicant lists "Gonzales" on the application, and the CSR correctly enters the name as it appears on the application and matching documentation. The applicant is issued a license with the last name "Gonzales". Later, the originating agency re-issues the applicant corrected documentation listing the last name as "Gonzalez". The applicant takes the documentation, sent by the originating agency, and presents it at the DL office for a name correction. As long as the name verifies through SAVE, proceed with the transaction and issue the modification, with the applicable fee.

Note: A Correction No Fee is done for a name correction in the case of a clerical error made by the CSR at the time of application.

If an applicant requests a name correction and the cause of the error cannot be determined, consult a supervisor.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.054. Notice of Change of Address or Name.

TEX. TRANSP. CODE ANN. §521.101. Personal Identification Certificate.

TEX. TRANSP. CODE ANN. §521.141. General Application Requirements.

TEX. TRANSP. CODE ANN. §521.1425. Information Required to Be Furnished to Department.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

TEX. TRANSP. CODE ANN. §521.146. Application for Duplicate License or Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.36. Applications for Duplicates and Corrections.

37 TEXAS ADMIN. CODE §16.77. Duplicates.

PP. Replacement License, Gender Change

An individual who holds a current Texas driver license or identification card may change their gender upon the presentation of one of the following documents:

- A court order OR
- An amended birth certificate

For applicants who are new to Texas applying for the first time, the gender of the individual will be entered as it is listed on the individual's presented documentation, provided all documents list the same gender. If there is a discrepancy between documents, then the individual must provide a court order or amended birth certificate.

QQ. Modification of License

A modification of driver license may occur outside the renewal period with:

- A change in license restriction or endorsement OR
- An addition or change in class of license.

Requirements

To modify a driver license, an applicant must:

- Complete the *Application for Renewal/Replacement/Change of a Texas Driver License or Identification Card* (DL-43);
- Present 1 piece of primary, secondary, or supporting documentation sufficient to prove identity;
- Present documentation sufficient to prove either US citizenship or lawful presence only if US citizenship was not previously established;
- Pass any applicable exam; AND
- Pay the appropriate fee.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.146. Application for Duplicate License or Certificate.

Relevant rules:

37 TEXAS ADMIN. CODE §15.36. Applications for Duplicates and Corrections.

37 TEXAS ADMIN. CODE §16.77. Duplicates.



TEXAS DEPARTMENT OF PUBLIC SAFETY

Application Process Policies

RR. Restrictions and Endorsements

Restrictions and endorsements change the circumstances under which an individual may operate a motor vehicle. Depending on the type of endorsement, an applicant may be required to provide additional information, complete a separate application or pass a test specific to the type of endorsement sought or restriction removed.

Restrictions and endorsements may relate to:

- The type of motor vehicle the license holder may drive;
- A special mechanical control required on the vehicle;
- A special mechanical control required on the driver such as an artificial limb;
- A restricted area, location or road on which the applicant may drive;
- A restricted time of day during which the applicant may drive; OR
- Any other condition imposed to ensure safe driving.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.221. Imposition of Special Restrictions and Endorsements.

TEX. TRANSP. CODE ANN. §521.224. Restricted Class M License.

Relevant rules:

37 TEXAS ADMIN. CODE §15.57. Restrictions, Physical.

37 TEXAS ADMIN. CODE §16.77. Duplicates.

SS. Advance or Additional License Class

A license holder may change to a class of license permitting the operation of a different class of vehicle but must take any exams applicable to the new license.

Relevant statutes:

TEX. TRANSP. CODE ANN. §521.161. Examination of License Applicants.

TEX. TRANSP. CODE ANN. §521.421. License Fees; Examination Fees.

TEX. TRANSP. CODE ANN. §522.029. Fees.

Relevant rules:

37 TEXAS ADMIN. CODE §15.60. Advance in Class License.

Note: Approval of documentation not in this policy may be pursued under special circumstances. In these cases, please consult your Chain of Command.


Joe Peters
Assistant Director

1-25-16
Date